

Memorandum

Date: June 24, 2010

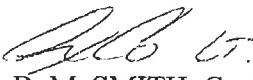
To: Central Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Bakersfield Area

File No.: 420.11428.11324

Subject: CHAPTER 8 – COMMAND REIMBURSABLE SERVICES AND DUI COST
RECOVERY 2009 INSPECTION

On July 8, 2009, the Bakersfield Area completed a self inspection of its Command Reimbursable Services and DUI Cost Recovery. Upon completion of the inspection, 6 items were identified as requiring follow up. The items listed in the Exceptions Document requiring action have been corrected.

For  *LT.*
B. M. SMITH, Captain
Commander

Safety, Service, and Security

M e m o r a n d u m

Date: June 11, 2010

To: Central Division

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Merced Area

File No.: 460.12499.12344

Subject: WRITTEN DISPOSITION TO 2009 COMMAND AUDIT: REIMBURSABLE
SERVICES.

On June 19, 2009, Merced Area completed a Command Level Chapter 8 (HPM 22.1), Command Reimbursable Services Audit. The audit focused on Merced Area's reimbursable services program. As a result of the audit, four audit issues were identified. Area was responsive to the findings by the auditor and took direct measures to correct deficiencies found during the audit.

During the audit all identified issues were resolved with corrective actions at the time discovered. Area has completed the Corrective Action Plan/Timeline.

Merced Area submits this response for your review and approval.

This is a final report.


K. SCARBER, Captain
Commander

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: Merced Area	Division: Central	Chapter: 8
Inspected by G. R. Lamerson, Sergeant		Date: June 19, 2009

Required Action = Yes

Corrective Action Plan/Timeline

The Merced Area command level inspection of Reimbursable Services includes the following corrective action plan:

Inspection Question #21, 22 & 37

- ✓ The reimbursable services coordinator believed the responsibility for reconciling Billing Memorandums were vested by the Division coordinator. The Area coordinator is aware this is actually his responsibility and will take immediate steps to correct this oversight.

Inspection Question #35

- ✓ Area currently maintains a CHP 466; however, the log was missing information required by policy. The Area Reimbursable Services Coordinator is aware of the importance in documenting these dates and immediate correction will follow. Correction to included coordination with Area's OSS regarding dates the reimbursable packets are forwarded to FMS.

Inspection Question #38

- ✓ The reimbursable services coordinator believed the responsibility for inspecting and resolving any outstanding items was vested by the Division coordinator. The Area coordinator is aware this is actually his responsibility and will take immediate steps to correct this oversight.

Filing System

- ✓ As a matter of filing, the inspector suggested to the reimbursable services coordinator an alternate method of filing which would ensure the ease of auditing and avail an untrained employee the ability to research documents if/when needed. The alternate method included filing by log number and including the reimbursable services control log at the front of the filing system.

The Area reimbursable services coordinator agreed in principle to this idea of logging and within 30 days will modify his current filing system to the filing system suggested by the inspector.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE <i>[Signature]</i>	DATE <i>6/24/09</i>
	INSPECTOR'S SIGNATURE <i>[Signature]</i>	DATE <i>6/23/09</i>
<input checked="" type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE <i>[Signature]</i>	DATE <i>7/15/09</i>

Memorandum

Date: June 24, 2010

To: Central Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Los Banos

File No.: 461.11632.10281.10-11e

Subject: STATUS OF INSPECTIONS CONDUCTED IN 2008 AND 2009

The Los Banos Area has completed a review of the status of three inspections conducted in 2008 and 2009; Chapter 2, Command Evidence 2008 inspection; Chapter 6, Command Overtime and Grant Management 2009 inspection; and Chapter 8, Command Reimbursable Services and DUI Cost Recovery 2009 inspection.

All corrective follow-up has been completed based on the findings of the previously listed inspections and no further action is necessary. Should you have any questions, please call me at (209) 826-3811.

W.B. NATION, Lieutenant
Commander

Safety, Service, and Security

M e m o r a n d u m

Date: June 23, 2010

To: Central Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Modesto Area

File No.: 465,13406.11104.10-101e

Subject: 2009 CHAPTER 8 COMMAND INSPECTION

On June 26, 2009, a Division Level Chapter 8, Command DUI Cost Recovery inspection was conducted of the Modesto Area. The inspection determined that the average completion time for the submission of CHP 735 forms was 21 days for first quarter 2009 (Box 7 & 8). Corrective action consisted of closely monitoring incidents meeting the cost recovery criteria and ensuring the CHP 735 was forwarded to the court officer once the arrest report portion of the incident was completed. The desired result was to reduce the completion time to 10 days or less for the third quarter 2009.

Unfortunately due to budgetary constraints, Fiscal Management Section, Reimbursable Services Unit, did not produce either a third or fourth quarter 2009 report. The last report completed and received by Area was for the first quarter 2010. Based upon this report, Area completion and submission time had been reduced to a 16 day average.

In April 2010, Area instituted a new procedure requiring the CHP 735 to be separated from the arrest/accident report by a supervisor upon the initial submission of the completed investigation. The supervisor reviews the CHP 735 and places it in a distribution box for the court officer. Also, a completed sample CHP 735 was posted to assist new supervisors in the review process, thereby preventing the court officer from having to return the documents to the investigating officer for correction. This process is expected to prevent the CHP 735 from being delayed due to corrections to the accident investigation, arrest report, or CHP 735. Area will review the 3rd quarter 2010 Command DUI Cost Recovery report to ensure the 10 day requirement has been attained and that this discrepancy can be closed. All other items (Box 15) have been closed.


L. C. DUNCAN, Captain
Commander*Safety, Service, and Security*

Memorandum

Date: June 22, 2010

To: Central Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Sonora Area

File No.: 425.10546.12345.08inspection

Subject: 2008 COMMAND INSPECTION OF SONORA AREA
EVIDENCE/PROPERTY SYSTEM

In November, 2008, a Command Evidence Inspection of the Sonora Area Evidence/Property system was conducted by an inspection team from Central Division. As a result of the inspection, eleven items needing corrective action were discovered and documented in the Exceptions Document.

The eleven items were researched and subsequently corrected by Sonora Area Evidence Officer, M. Buller, ID 11199, and Area Evidence Supervisor, Sergeant S. Clamp, ID 12345.

All corrective action has been completed and there are no items of concern regarding the 2008 Sonora Area Command Evidence Inspection requiring additional follow-up.



M. S. SAMRA, Lieutenant
Commander

Safety, Service, and Security

M e m o r a n d u m

Date: June 11, 2010

To: Central Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
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File No.: 460.12499.12344

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This is a final report.



K. SCARBER, Captain
Commander

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Command Merced Area	Division Central	Chapter 8
Inspected by G. R. Lamerson, Sergeant		Date June 19, 2009

Required Action = Yes
Corrective Action Plan/Timeline

The Merced Area command level inspection of Reimbursable Services includes the following corrective action plan.

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The Area reimbursable services coordinator agreed in principle to this idea of logging and within 30 days will modify his current filing system to the filing system suggested by the inspector.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE <i>[Signature]</i>	DATE 6/24/09
	INSPECTOR'S SIGNATURE <i>[Signature]</i>	DATE 6-23-09
<input checked="" type="checkbox"/> Reviewer discussed this report with employee	REVIEWER'S SIGNATURE <i>[Signature]</i>	DATE 7/1/09
<input type="checkbox"/> Concur <input type="checkbox"/> Do not concur		

M e m o r a n d u m

Date: June 10, 2010

To: Office of Equal Employment Opportunity

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Central Division

File No.: 401.11497.17185.LangSurvResponse

Subject: RESPONSE TO QUESTIONS RAISED BY THE BUREAU OF STATE
AUDITS JUNE 2010

This memorandum is in response to the request from Assistant Commissioner, Field dated June 9, 2010, regarding the Department's compliance with the Dymally-Alatorre Bilingual Services Act. One aspect of the audit included a review of a random selection of Language Survey Tally Sheets submitted by the various CHP Divisions.

During the random audit of the Language Surveys submitted by uniformed members of Central Division in May 2009, ten surveys were found to have apparent errors or omissions. The Office of the Assistant Commissioner, Field requested Central Division to contact the supervisors of the employees and secure an explanation or reason for the errors or omissions. The requested explanations for each employee can be found below.

Derrek Brackett

Please clarify:

- As to the reason for the missing dates 5/16 and 5/23 (e.g. vacation, RDO?)
Response: On May 16 and 23, 2009, the officer was on RDOs.
- As to the reason for the unusually high counts (English 20, Spanish 150, Punjabi 2, Hindi 2, and Portuguese 3)
Response: The English, Punjabi, Hindi, and Portuguese contacts were associated with auto theft investigation information gathering which included interviewing of informants, witnesses, suspects, etc. The area of Turlock, CA, has a large population of individuals who speak Punjabi and Hindi as their primary language. The Spanish contacts were because Officer Brackett speaks fluent Spanish as a secondary language. He conducted a public affairs detail where those in attendance spoke primarily Spanish.
- The omission tick marks on the reverse side of the sheet
Response: This was an oversight on the part of the officer.

*Safety, Service, and Security***MAILED**
6/11/10 - 011,002
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Office of Equal Employment Opportunity

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June 10, 2010

Nate Calk

Please clarify:

- As to the reason for the missing date 5/23 (e.g. vacation, RDO?)
Response: The officer worked on May 23, 2009, and stated it was an oversight for not including that day on the survey.
- The omission tick marks on the reverse side of the sheet
Response: This was an oversight on the part of the officer.

Thomas Cockrill

Please clarify:

- As to the reason for the missing dates 5/20-5/23 (e.g. vacation, RDO?)
Response: This officer was unable to be contacted due to currently being on a vacation out of the country. However, it is believed he used vacation days on May 20-23, 2009.
- The omission tick marks on the reverse side of the sheet
Response: This officer was unable to be contacted due to currently being on a vacation out of the country

John D. French

Please clarify:

- As to the reason for the missing dates 5/16 and 5/23 (e.g. vacation, RDO?)
Response: On May 16 and 23, 2009, the officer was on RDOs.
- The omission tick marks on the reverse side of the sheet
Response: This was an oversight on the part of the officer.

Rick Gilstrap

Please clarify:

- As to the reason for the missing dates 5/16 and 5/23 (e.g. vacation, RDO?)
Response: This employee has retired from the Department.
- The omission tick marks on the reverse side of the sheet
Response: This employee has retired from the Department.

Robert Mailer

Please clarify:

- As to the reason for the missing dates 5/13-16 and 5/19-20 (e.g. vacation, RDO?)
Response: On May 13, 2009, the officer taught a Street Racing class. The officer used CTO hours on May 14 and 15, 2009, and vacation hours on May 16, and 19-20, 2009.
- The omission tick marks on the reverse side of the sheet
Response: This was an oversight on the part of the officer.

Lloyd Pratt

Please clarify:

- As to the reason for the missing dates 5/13-16 and 5/19 (e.g. vacation, RDO?)

Response: On May 13-16, 2009, the officer used vacation hours.

Randy Royal

Please clarify:

- As to the reason for the missing dates 5/15-16 and 5/19 (e.g. vacation, RDO?)

Response: On May 15-16, 2009, the officer used vacation hours; on May 17-18, 2009, the officer was on regular days off; and on May 19, 2009, the officer attending a training day.

Steve Swanson

Please clarify:

- As to the reason for the missing dates 5/13-14, 5/16, and 5/19-23 (e.g. vacation, RDO?)

Response: The officer worked on May 13-14, 2009, and stated it was an oversight for not including that day on the survey. On May 16 and 19-23, 2009, the officer used vacation hours.

Corben Whitney

Please clarify:

- As to the reason for the missing dates 5/13-16 and 5/19-22 (e.g. vacation, RDO?)

Response: The officer worked on May 13-14 and 19-22, 2009, and stated it was an oversight for not including those days on the survey. On May 15, 2009, the officer used vacation hours and on May 16, 2009, the officer was on a regular day off.

- The omission tick marks on the reverse side of the sheet

Response: This was an oversight on the part of the officer.

Should you have any questions or need additional information, please contact Lieutenant J. C. Elsome at (559) 277-7250.


J. R. ABRAMES, Chief
Central Division

cc: Office of the Assistant Commissioner, Field

QUESTIONS RAISED BY THE BUREAU OF STATE AUDITS JUNE 2010
2008/2009 Language Survey
Survey Period was from 5/12-16/2008, 5/19-23/2008

CENTRAL DIVISION

412 ISU - HEAT - Auto Theft Recovery (13 employees)

Derrek Brackett

Please clarify:

- as to the reason for the missing dates 5/16 and 5/23 (e.g. vacation, RDO?)
- as to the reason for the unusually high counts (English 20, Spanish 150, Punjabi 2, Hindi 2, and Portuguese 3)
- the omission tick marks on the reverse side of the sheet

Nate Calk

Please clarify:

- as to the reason for the missing date 5/23 (e.g. vacation, RDO?)
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Thomas Cockrill

Please clarify:

- as to the reason for the missing dates 5/20-23 (e.g. vacation, RDO?)
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John D. French

Please clarify:

- as to the reason for the missing dates 5/16 and 5/23 (e.g. vacation, RDO?)
- the omission tick marks on the reverse side of the sheet

Rick Gilstrap

Please clarify:

- as to the reason for the missing dates 5/16 and 5/23 (e.g. vacation, RDO?)
- the omission tick marks on the reverse side of the sheet

Robert Mailer

Please clarify:

- as to the reason for the missing dates 5/13-16 and 5/19-20 (e.g. vacation, RDO?)
- the omission tick marks on the reverse side of the sheet

Llyod Pratt

Please clarify:

- as to the reason for the missing dates 5/13-16 and 5/19 (e.g. vacation, RDO?)

Randy Royal

Please clarify:

- as to the reason for the missing dates 5/15-16 and 5/19 (e.g. vacation, RDO?)

Steve Swanson

Please clarify:

- as to the reason for the missing dates 5/13-14, 5/16 and 5/19-23 (e.g. vacation, RDO?)

Corben Whitney

Please clarify:

- as to the reason for the missing dates 5/13-16, and 5/19-22 (e.g. vacation, RDO?)
- the omission tick marks on the reverse side of the sheet

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
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Command: Mariposa	Division: Central	Chapter: 8
Inspected by: Sergeant E. Greene, #11281		Date: 06/22/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Six hours	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Division Due Date: 06/16/2009		
Chapter Inspection: Chapter 3, Command Procurements.			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:

A statewide training class at the Division level on the proper procedure to fill out and process all DUI Cost Recovery and Reimbursable Services.

Inspector's Findings:

Officers will be briefed to indicate the billing DUI time in the 'Notes' section of the CHP 415 in order to assist with the DUI Cost Recovery process.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

✓ COMPLETED LM

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

one.

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
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Command: Mariposa	Division: Central	Chapter: 8
Inspected by: Sergeant E. Greene, #11281		Date: 06/22/2009

Required Action

Corrective Action Plan/Timeline

✓ CHP 160, Roll-Call, Briefing Item, to inform all personnel to utilize the 'Notes' section of the CHP 415 to indicate the billable DUI time for all DUI related incidents that meet the criteria.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE (ACTING COMMANDER) <i>E. Greene</i>	DATE 06/22/2009
	INSPECTOR'S SIGNATURE <i>E. Greene</i>	DATE 06/22/2009
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE <i>G. Gentry</i>	DATE 7/15/09